

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 6

May 19, 2017

SUBJECT: GUIDELINES FOR INITIATION OF AN AMBER ALERT – RENAMED AND REVISED; BLUE ALERT SYSTEM – DELETED; AND, CHILD ABDUCTION REGIONAL EMERGENCY/AMBER ALERT, FORM 09.31.00 – RENAMED AND REVISED

PURPOSE: This Order renames and revises Department Manual Section 4/712.20, *Guidelines for Initiation of an Amber Alert*, in order to differentiate Amber and Child Abduction Regional Emergency (CARE) Alert procedures, and to include Silver, Blue, and Yellow Alert procedures. This Order also deletes Department Manual Section 4/760.20, *Blue Alert System*. Additionally, this Order renames and revises the Child Abduction Regional Emergency/Amber Alert, Form 09.31.00. The form shall now be used to initiate all of the alert systems.

The purpose of the Silver Alert is to quickly issue and coordinate alerts following the unexplained or suspicious disappearance of a person who is developmentally disabled or cognitively impaired, regardless of age.

The purpose of the Yellow Alert is to issue and coordinate public alerts following a major injury or death resulting from a hit and run collision.

Note: The Yellow Alert does not alter or impact the Hit and Run Reward and Alert Network System.

PROCEDURE:

- I. GUIDELINES FOR INITIATION OF AN AMBER ALERT - RENAMED AND REVISED.** Department Manual Section 4/712.20, *Guidelines for Initiation of an Amber Alert*, has been renamed *Guidelines For Initiation of a Public Alert*, and revised to include all alert system procedures. Attached is the revised Department Manual section with the revisions indicated in italics.
- II. BLUE ALERT SYSTEM – DELETED.** Department Manual Section 4/760.20, *Blue Alert System*, has been deleted. The updated content of this section is now included in Department Manual Section 4/712.20.
- III. CHILD ABDUCTION REGIONAL EMERGENCY/AMBER ALERT, FORM 09.31.00 – RENAMED AND REVISED.** The Child Abduction Regional Emergency/Amber Alert, Form 09.31.00, has been renamed Los Angeles Police Department Public Alert Form, and revised to include the following alerts:
 - Amber Alert;
 - CARE Alert;

- Silver Alert;
- Blue Alert; and,
- Yellow Alert.

FORM AVAILABILITY: The Los Angeles Police Department Public Alert Form is available in E-Forms on the Department's Local Area Network (LAN). A copy of the form is attached for immediate use and duplication. In addition, quick reference guides for all of the alert systems have been attached for immediate use and duplication.

AMENDMENTS: This Order amends Section 4/712.20 and deletes Section 4/760.20 of the Department Manual. The "Form Use" link applicable to the Los Angeles Police Department Public Alert Form is accessible in E-Forms on the Department's LAN.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

Attachments

DISTRIBUTION "D"

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712.20 GUIDELINES FOR INITIATION OF A PUBLIC ALERT. *The following alert types shall be requested on a Los Angeles Police Department Public Alert Form, Form 09.31.00 (LAPD Public Alert Form), with the applicable alert type check box marked, when specific conditions have been met:*

- *Amber Alert;*
- *Child Abduction Regional Emergency (CARE) Alert;*
- *Silver Alert;*
- *Blue Alert; or,*
- *Yellow Alert.*

AMBER ALERT. An Amber Alert shall be requested as soon as a verified child abduction or kidnapping has occurred.

Criteria for the Initiation of an AMBER ALERT. *An LAPD Public Alert Form, with the AMBER ALERT check box marked, shall be completed with the approval of the Area detective supervisor or the Area watch commander (WC) in the Area detective supervisor's absence, when all of the following conditions apply:*

- *It has been confirmed that an abduction has occurred, or the child has been taken by anybody, including, but not limited to, parents and/or guardians; and,*
- *The victim is 17 years of age or younger, or suffers from a confirmed mental or physical disability; and,*
- *The victim is reasonably believed to be in **imminent** danger of serious bodily injury or death; and,*
- *There is sufficient information available that, if disseminated to the general public, could assist in the safe recovery of the victim.*

Note: An Amber Alert is **not** intended for cases involving runaways, missing children in which there is no evidence of foul play, or custody disputes that are not reasonably believed to be endangering the life or physical health of a child.

Assigned Investigator Responsibilities.

- *As soon as there is sufficient information for an Amber Alert, the assigned investigator shall immediately contact Real-Time Analysis and Critical Response (RACR) Division. The assigned investigator shall request an Amber Alert through RACR Division;*
- *The missing person's information shall be entered into the National Crime Information Center (NCIC) within two hours;*

Note: *The assigned investigator shall seek advice from Robbery-Homicide Division (RHD) or the assigned detective supervisor on the preparation of an Amber Alert when it involves a kidnap for ransom, or any other case which could be compromised by the release of the information. Release of police record information or any*

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information regarding the investigation shall follow guidelines outlined in Department Manual Section 3/406.10.

- *The completed LAPD Public Alert Form with the AMBER ALERT check box marked, shall be emailed to racr@lapd.online, and a follow-up phone call made to confirm that the form was received;*
- *Once RACR Division receives an Amber Alert approval from the California Highway Patrol (CHP) Emergency Notification and Tactical Alert Center (ENTAC), the assigned investigator shall contact Media Relations Division (MRD) personnel;*
- *During working hours, a copy of the LAPD Public Alert Form shall be forwarded to MRD via email to wwwpress@lapd.online, with a follow-up phone call to confirm that the form was received. During off-hours, the person responsible for requesting the Amber Alert shall advise RACR Division to notify the on-call MRD officer; and,*
- *Contact Communications Division watch commander at (213) 978-6552, and request that an Amber Alert be broadcast every hour.*

Real-Time Analysis and Critical Response Division Responsibilities. *Real-Time Analysis and Critical Response Division shall contact the CHP ENTAC to initiate the Amber Alert. During off-hours, RACR Division shall also notify the on-call MRD officer.*

Media Relations Division Responsibilities. *Media Relations Division personnel shall prepare a press release based on the information articulated on the LAPD Public Alert Form, with the AMBER ALERT check box marked, and disseminate the release to the appropriate news wire services and media outlets.*

Watch Commander, Communications Division Responsibilities. *The WC, Communications Division, shall ensure that the hourly Amber Alert broadcasts are made, until they are canceled.*

Upon obtaining additional follow-up information, or in the event the child is located, the assigned investigator shall contact RACR Division, RHD, Communications Division, and MRD to advise them that the child has been located. *Real-Time Analysis and Critical Response Division shall immediately notify CHP ENTAC of the cancellation.*

Note: The Amber Alert system does not replace current reporting procedures as required by California Penal Code Section 14211 relative to the Missing Unidentified Persons System and Department Manual Section 4/712.10, Missing/Found Persons.

CARE ALERT. *The Child Abduction Regional Emergency (CARE) Alert Program is a collaborative effort between the Department, the media (television, radio, and print), and the community.*

Criteria for the Initiation of a CARE ALERT. *The LAPD Public Alert Form, with the CARE ALERT check box marked, shall be prepared within the first two hours of being notified of the abduction or kidnapping, with the approval of the Area detective supervisor or the Area WC in the Area detective supervisor's absence, when the following circumstances apply:*

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- *There has been a confirmed abduction by a non-family member; or,*
- *A parental abduction has occurred in which there is information that the child is being removed from the State of California or the jurisdiction of the United States; or,*
- *The child involved in a parental abduction faces a threat of injury or death.*

***Note:** When circumstances surrounding a child's disappearance are unknown, a CARE Alert may be implemented after a complete investigation, or when significant time has elapsed and no alternative explanations for the child's absence are discovered (i.e., runaway).*

Assigned Investigator Responsibilities.

- *As soon as there is sufficient information for a CARE Alert, the assigned investigator shall prepare an initial LAPD Public Alert Form, with the CARE ALERT check box marked, including all available information on the CARE Alert;*
- *The missing person's information shall be entered into the NCIC within two hours;*

***Note:** The assigned investigator shall seek advice from RHD or the assigned detective supervisor on the preparation of a CARE Alert when it involves a kidnap for ransom, or any other case which could be compromised by the release of the information. Release of police record information or any information regarding the investigation shall follow guidelines outlined in Department Manual Section 3/406.10.*

- *The completed LAPD Public Alert Form with the CARE Alert check box marked shall be emailed to racr@lapd.online, and a follow-up phone call made to confirm the form was received;*
- *The completed LAPD Public Alert Form, with the CARE ALERT check box marked, shall be forwarded to MRD via email to wwwpress@lapd.online. During off-hours, the person responsible for requesting the CARE Alert shall contact RACR Division, which shall notify the on-call MRD officer; and,*
- *Contact Communications Division, Watch Commander at (213) 978-6552, and request that a CARE Alert be broadcasts every hour.*

Real-Time Analysis and Critical Response Division Responsibilities. *During off-hours RACR Division shall also notify the on-call MRD officer.*

Media Relations Division Responsibilities. *Media Relations Division personnel shall prepare a press release based on the information articulated on the LAPD Public Alert Form, with the CARE ALERT check box marked, and disseminate the release to the appropriate news wire services and media outlets.*

Watch Commander, Communications Division Responsibilities. *The WC, Communications Division, shall ensure that the hourly CARE Alert broadcasts are made, until they are canceled.*

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Upon obtaining additional follow-up information, or in the event the child is located, the assigned investigator shall contact RACR Division, RHD, Communications Division, and MRD to advise them that the child has been located.

***Note:** The CARE system does not replace current reporting procedures as required by California Penal Code Section 14211 relative to the Missing Unidentified Persons System and Department Manual Section 4/712.10, Missing/Found Persons.*

***SILVER ALERT.** A Silver Alert for a missing person meeting the below criteria shall be requested on an LAPD Public Alert Form, with the SILVER ALERT check box marked, after the criteria has been met and verified.*

***Criteria for the Initiation of a SILVER ALERT.** An LAPD Public Alert Form, with the SILVER ALERT check box marked, shall be completed with the approval of the Area detective supervisor or the Area WC in the Area detective supervisor's absence, when all of the following conditions apply (per Section 8594.10 of the Government Code):*

- The missing person is developmentally disabled, or cognitively impaired, regardless of his or her age; and,*
- Missing under unexplained or suspicious circumstances; and,*
- All available local resources have been utilized, such as the distribution of flyers, cell phone tracking, neighborhood canvassing, checking area hospitals, contacted family members, contacted friends, obtained photos, and issued "Be on the lookout"; and,*
- The missing person is in danger due to age, health, mental or physical disability, environment or weather conditions, or the person is in the company of a potentially dangerous person, or other factors indicating the person may be in peril (i.e., Alzheimer's, dementia, diabetes); and,*
- There is information available that, if disseminated to the public, could assist in the safe recovery of the missing person.*

Assigned Investigator Responsibilities.

- As soon as there is sufficient information for a Silver Alert, the assigned investigator shall immediately contact RACR Division. The assigned investigator shall request a Silver Alert through RACR Division;*
- The missing person's information shall be entered into NCIC within two hours;*

***Note:** The assigned investigator shall seek advice from RHD or the assigned detective supervisor on the preparation of a Silver Alert when it involves a kidnap for ransom, or any other case which could be compromised by the release of the information. Release of police record information or any information regarding the investigation shall follow guidelines outlined in Department Manual Section 3/406.10.*

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- *The completed LAPD Public Alert Form with the SILVER ALERT check box marked shall be emailed to racr@lapd.online, and a follow-up phone call made to confirm the form was received;*
- *Once RACR Division receives a Silver Alert approval from CHP ENTAC, the assigned investigator shall contact MRD personnel;*
- *During working hours, a copy of the LAPD Public Alert Form shall be forwarded to MRD via email to wwwpress@lapd.online, with a follow-up phone call to confirm that the form was received. During off-hours, the person responsible for requesting the Silver Alert shall advise RACR Division to notify the on-call MRD officer; and,*
- *Contact the Communications Division WC at (213) 978-6552, and request that a Silver Alert be broadcast every hour.*

Real-Time Analysis and Critical Response Division Responsibilities. *Real-Time Analysis and Critical Response Division shall contact the CHP ENTAC to initiate the Silver Alert. During off-hours, RACR Division shall also notify the on-call MRD officer.*

Media Relations Division Responsibilities. *Media Relations Division personnel shall prepare a press release based on the information articulated on the LAPD Public Alert Form, with the SILVER ALERT check box marked, and disseminate the release to the appropriate news wire services and media outlets.*

Watch Commander, Communications Division Responsibilities. *The WC, Communications Division, shall ensure that hourly Silver Alert broadcasts are made, until they are canceled.*

Upon obtaining additional follow-up information, or in the event the person is located, the assigned investigator shall contact RACR Division, RHD, Communications Division, and MRD to advise them that the person has been located. Real-Time Analysis and Critical Response Division shall then immediately notify CHP ENTAC of the cancellation.

Note: *The Silver Alert system does not replace current reporting procedures as required by California Penal Code Section 14211 relative to the Missing Unidentified Persons System and Department Manual Section 4/712.10, Missing/Found Persons.*

BLUE ALERT. A Blue Alert is intended to solicit help from the public in the safe and swift apprehension of violent suspects that have killed or seriously injured law enforcement officers and who continue to pose a threat to public safety.

Note: *Robbery-Homicide Division shall be contacted prior to the initiation of a Blue Alert in order to ensure that the case information is not compromised by the release of information.*

Criteria for the Initiation of a BLUE ALERT. The Blue Alert shall be requested by RACR Division through the CHP ENTAC if all of the following conditions are met:

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- A law enforcement officer has been killed *or* has suffered serious bodily injury, or is assaulted with a deadly weapon, and the suspect has fled the scene of the offense; and,
- A law enforcement agency investigating the offense has determined that the suspect poses an imminent threat to the public or other law enforcement personnel; and,
- A detailed description of the suspect's vehicle or license plate is available for broadcast; and,
- Public dissemination of available information may help avert further harm or accelerate the apprehension of the suspect.

Note: Nothing in *these procedures* shall compel RHD to release any information they deem not suitable for release to the public.

Assigned Investigator Responsibilities.

- As soon as there is sufficient information for a Blue Alert, the assigned investigator shall immediately contact RACR Division. *The assigned investigator shall request a Blue Alert through RACR Division;*
- *The completed LAPD Public Alert Form, with the BLUE ALERT check box marked, shall be emailed to racr@lapd.online, and a follow-up phone call made to confirm that the form was received;*
- Once RACR Division receives a Blue Alert approval from the CHP ENTAC, the assigned investigator *shall* contact MRD personnel;
- *During working hours, a copy of the LAPD Public Alert Form shall be forwarded to MRD via email to wwwpress@lapd.online, with a follow-up phone call to confirm that the form was received. During off-hours, the person responsible for requesting the Blue Alert shall advise RACR Division to notify the on-call MRD Officer;*
- *Contact the Communications Division WC at (213) 978-6552, and request that a Blue Alert be broadcast every hour; and,*
- *Contact RACR Division to cancel the CHP's Blue Alert and Communications Division broadcasts once it is no longer needed.*

Real-Time Analysis and Critical Response Division Responsibilities. Real-Time Analysis and Critical Response Division shall contact the CHP ENTAC to initiate the Blue Alert. *During off-hours, RACR shall also notify the on-call MRD officer.* Real-Time Analysis and Critical Response Division shall contact the CHP to cancel the Blue Alert upon notification from the assigned investigator.

Media Relations Division Responsibilities. *Media Relations Division personnel shall prepare a press release based on the information articulated on the LAPD Public Alert Form, with the BLUE ALERT check box marked, and disseminate the release to the appropriate news wire services and media outlets.*

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Watch Commander, Communications Division Responsibilities. The WC, Communications Division shall ensure that the hourly Blue Alert broadcasts are made, until they are canceled.

Upon obtaining additional follow-up information that the Blue Alert broadcast is no longer necessary, the assigned investigator shall contact RACR Division, RHD, Communications Division, and MRD to advise them that the suspect has been taken into custody. Real-Time Analysis and Critical Response Division shall then notify CHP ENTAC of the cancellation.

YELLOW ALERT. *The purpose of the Yellow Alert is to issue and coordinate alerts following a hit-and-run incident wherein a person has been killed or has suffered serious bodily injury as described in Section 20001 of the Vehicle Code, and certain requirements are met.*

Criteria for the Initiation of a YELLOW ALERT. *An LAPD Public Alert Form, with the YELLOW ALERT check box marked, shall be completed with the approval of the Area detective supervisor or the Area WC in the Area detective supervisor's absence, when all of the following conditions apply:*

- *A person has been killed or has suffered serious bodily injury due to a hit-and-run incident; and,*
- *There is an indication that a suspect has fled the scene utilizing the state highway system or is likely to be observed by the public on the state highway system; and,*
- *The investigating law enforcement agency has additional information concerning the suspect or the suspect's vehicle, including, but not limited to, any of the following:*
 - *The complete license plate number of the suspect's vehicle;*
 - *A partial license plate number and additional unique identifying characteristics, such as the make, model, and color of the suspect's vehicle, which could reasonably lead to the apprehension of the suspect;*
 - *The identity of the suspect; and,*
- *Public dissemination of available information could either help avert further harm or accelerate apprehension of the suspect based on any factor including, but not limited to, the severity of the injury, the time elapsed between a hit-and-run incident and the request, or the likelihood that an activation would reasonably lead to the apprehension of a suspect.*

Assigned Investigator Responsibilities.

- *As soon as there is sufficient information for a Yellow Alert, the assigned investigator shall immediately contact RACR Division. The assigned investigator shall request a Yellow Alert through RACR Division;*
- *The completed LAPD Public Alert Form, with the YELLOW ALERT check box marked, shall be emailed to racr@lapd.online, and a follow-up phone call made to confirm that the form was received;*

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- *Once RACR Division receives a Yellow Alert approval from the CHP ENTAC, the assigned investigator shall contact MRD personnel;*
- *During working hours, a copy of the LAPD Public Alert Form shall be forwarded to MRD via email to wwwpress@lapd.online, with a follow-up phone call to confirm that the form was received. During off-hours, the person responsible for requesting the Yellow Alert, shall advise RACR Division to notify the on-call MRD officer; and,*
- *Contact the Communications Division WC at (213) 978-6552, and request that a Yellow Alert be broadcast every hour.*

Real-Time Analysis and Critical Response Division Responsibilities. *Real-Time Analysis and Critical Response Division shall contact the CHP ENTAC to initiate the Yellow Alert. During off-hours, RACR Division shall also notify the on-call MRD officer.*

Media Relations Division Responsibilities. *Media Relations Division personnel shall prepare a press release based on the information articulated on the LAPD Public Alert Form, with the YELLOW ALERT check box marked, and disseminate the release to the appropriate news wire services and media outlets.*

Watch Commander, Communications Division Responsibilities. *The WC, Communications Division, shall ensure that the hourly Yellow Alert broadcasts are made, until they are canceled.*

Upon obtaining additional follow-up information, or in the event the suspect(s) is located, the assigned investigator shall contact RACR Division, Communications Division, and MRD to advise them that the suspect has been taken into custody. Real-Time Analysis and Critical Response Division shall then immediately notify CHP ENTAC of the cancellation.

Note: *The Yellow Alert does not alter or impact the Hit and Run Award and Alert Network System.*

IF CIRCUMSTANCES DO NOT MEET AMBER ALERT – CONSIDER A CARE ALERT

AMBER Alert Information

All four of the below conditions must be met to activate an AMBER Alert:

- ☐ An abduction has occurred, or the child has been taken by anybody, including, but not limited to parents, and/or guardians; **and**,
- ☐ Victim is 17 yrs or younger, or suffers a confirmed mental or physical disability; **and**,
- ☐ Believed to be in imminent danger, serious bodily harm or death; **and**,
- ☐ There is sufficient information available that, if disseminated to the general public, could assist in the safe recovery of victim.

Note: Not intended for runaways, missing children in which there is no evidence of foul play, or custody disputes that are not reasonably believed to endanger the life or physical health of a child.

Amber Alert Approval Guidelines:

- ☐ Approval by an Area Detective Supervisor, or Area Watch Commander (WC) in their absence.
- ☐ Consult Robbery-Homicide Division (RHD) at (213) 486-6850 prior to the preparation of an AMBER Alert involving Kidnap for Ransom or any other case that could be compromised by the release of information.
- ☐ Complete a Los Angeles Police Department (LAPD) Public Alert Form, Form 09.31.00 (AMBER ALERT check box marked) and submit to Media Relations Division (MRD) and RACR Division via email.

Amber Alert Time Frame for Issuance:

- ☐ Shall be requested as soon as a verified child abduction or kidnapping has occurred.

Amber Alert Notifications:

- ☐ Concerned Area Detective Supervisor, or the Area WC in their absence.
- ☐ Concerned Area Detective Commanding Officer.
- ☐ Concerned Area Commanding Officer.
- ☐ RACR Division at (213) 484-6700 – Send a copy of the completed LAPD Public Alert Form to email address: racr@lapd.online. Follow-up with a phone call to confirm the form was received.
- ☐ MRD at (213) 486-5910 – Send copy of completed LAPD Public Alert Form to email address: wwwpress@lapd.online. Follow-up with a phone call to confirm the form was received.
- ☐ RHD shall be notified of the request at (213) 486-6850.
- ☐ Communications Division WC at (213) 978-6552.
- ☐ If juvenile, concerned Area Juvenile Coordinator.
- ☐ If juvenile, National Center for Missing and Exploited Children 1-800-THE-LOST (applies to 20 years of age and under).

To Begin the Amber Alert Process:

- ☐ Ensure that the missing person's information has been entered into NCIC within two hours. Additionally, when the NCIC entry is made in NECS, ensure that the concerned Records Unit personnel updates the missing person "**Category**" field with the code "K", for "Amber Alert" and any other appropriate code (up to 4).
- ☐ If the missing person is driving or is a passenger in a vehicle in which the license plate is known, request that the record clerk enter the vehicle into the NECS missing person vehicle screen.
- ☐ RACR calls LASD Communication WC – Conference call occurs between: Area Supervisor, LASD WC, and CHP Sacramento.
- ☐ The assigned investigator shall contact the Communications Division WC at (213) 978-6552 and request that an Amber Alert be broadcasted every hour.

Note: The Communications Division WC shall ensure that hourly broadcasts are made.

- ☐ Upon obtaining additional follow-up information, or in the event the child is located, the assigned investigator shall contact RACR Division, RHD, Communications Division, and MRD to advise them that the child has been located.

Amber Alert Deactivation Notification and Procedures:

Upon the deactivation of an AMBER Alert, the following notifications and procedures shall be followed:

- ☐ Area WC.
- ☐ Area Commanding Officer.
- ☐ Area Detective Commanding Officer.
- ☐ Immediately contact RACR Division at (213) 484-6700, who will then immediately notify CHP Emergency Notification and Tactical Alert Center.
- ☐ Communications Division WC and cancel future broadcasts.
- ☐ Area Juvenile Coordinator (if juvenile).
- ☐ National Center for Missing and Exploited Children (if originally notified), 1-800-THE-LOST (applies to 20 years of age and under).
- ☐ Complete a Found Missing Persons Report and have the active NCIC entry immediately removed from NCIC.

CARE Alert Information

Less restrictive than an Amber Alert – Conditions for issuance:

- ☐ Confirmed abduction by non-family member; or,
- ☐ Parental abduction with information that the child is being removed from this state or USA; or,
- ☐ The child involved in a parental abduction faces a threat of injury or death.

Note: When circumstances surrounding a child's disappearance are unknown, a CARE Alert may be implemented after a complete investigation, or when significant time has elapsed and no alternative explanations for the child's absence are discovered (e.g., runaway).

CARE Alert Approval Guidelines:

- ☐ Approval by an Area Detective Supervisor, or Area Watch Commander (WC) in their absence.
- ☐ Consult Robbery-Homicide Division (RHD) at (213) 486-6850 prior to preparing the Los Angeles Police Department (LAPD) Public Alert Form, Form 09.31.00 (CARE ALERT check box marked) involving a Kidnap for Ransom or any other case that could be compromised by the release of information.
- ☐ Complete the Los Angeles Police Department (LAPD) Public Alert Form, Form 09.31.00 (CARE ALERT check box marked) and submit to Media Relations Division (MRD) and RACR Division via email.

CARE Alert Time Frame for Issuance:

- ☐ Shall be prepared within the first two hours of being notified of an abduction or kidnapping.

CARE Alert Notifications:

- ☐ Concerned Area Detective Supervisor, or the Area WC in their absence.
- ☐ Concerned Area Detective Commanding Officer.
- ☐ Concerned Area Commanding Officer.
- ☐ RACR Division at (213) 484-6700. Send a copy of the completed LAPD Public Alert Form to email address: racr@lapd.online. Follow-up with a phone call to confirm the form was received.
- ☐ MRD at (213) 486-5910. Send a copy of the completed LAPD Public Alert Form to: email address: wwwpress@lapd.online.
- ☐ Consult with RHD at (213) 486-6850 prior to preparing a CARE Alert involving Kidnap for Ransom or any other case that could be compromised by the release of information.
- ☐ Communications Division WC at (213) 978-6552.
- ☐ If juvenile, concerned Area Juvenile Coordinator.
- ☐ If juvenile, National Center for Missing and Exploited Children 1-800-THE-LOST (applies to 20 years of age and under).

To Begin the CARE Alert Process:

- ☐ Ensure that the missing person's information has been entered into NCIC within two hours. Additionally, when the NCIC entry is made in NECS, ensure that the concerned Records Unit personnel updates the missing person "**Category**" field with the appropriate codes (up to 4).
- ☐ If the missing person is driving or a passenger in a vehicle in which the license plate is known, request the record clerk to enter the vehicle into the NECS missing person vehicle screen.
- ☐ The assigned investigator shall contact the Communications Division WC at (213) 978-6552 and request that a CARE Alert be broadcasted every hour.

Note: The Communications Division WC shall ensure that hourly broadcasts are made.

- ☐ Upon obtaining additional follow-up information, or in the event the child is located, the assigned investigator shall contact RACR Division, RHD, Communications Division, and MRD to advise them that the child has been located.

CARE Alert Deactivation Notification and Procedures:

Upon the deactivation of a CARE Alert, the following notifications and procedures shall be followed:

- ☐ Area WC.
- ☐ Area Commanding Officer.
- ☐ Area Detective Commanding Officer.
- ☐ Immediately contact RACR Division at (213) 484-6700.
- ☐ Communications Division WC to cancel future broadcasts at (213) 978-6552.
- ☐ Area Juvenile Coordinator (if juvenile).
- ☐ National Center for Missing and Exploited Children (if originally notified), 1-800-THE-LOST (applies to 20 years of age and under).
- ☐ Complete a Found Missing Persons Report and have the active NCIC entry immediately removed from NCIC.

SILVER Alert Information

All five of the below conditions must be met to activate a Silver Alert:

- ☐ The missing person is developmentally disabled or cognitively impaired regardless of age; **and,**
- ☐ The person is missing under unexplained or suspicious circumstances; **and,**
- ☐ All available resources have been utilized such as distribution of flyers, cell phone tracking, neighborhood canvass, checking area hospitals, issuance of BOLO, etc.; **and,**
- ☐ The missing person is in danger because of age, health, mental or physical disability, environment or weather conditions, or the person is in the company of a potentially dangerous person or other factors indicating the person may be in peril; ☐ Alzheimer's; ☐ Dementia; ☐ Diabetes; ☐ Other _____ **and,**
- ☐ There is information available that if disseminated to the public, could assist in the safe recovery of the missing person.

Silver Alert Approval Guidelines:

- ☐ Approval by an Area Detective Supervisor, or Area Watch Commander (WC) in their absence.
- ☐ Consult Robbery-Homicide Division (RHD) at (213) 486-6850 prior to the preparation of a SILVER Alert involving Kidnap for Ransom or any other case that could be compromised by the release of information.
- ☐ Complete the Los Angeles Police Department (LAPD) Public Alert Form, Form 09.31.00 (SILVER ALERT check box marked) and submit it to Media Relations Division (MRD) and RACR Division via email.

Silver Alert Time Frame for Issuance:

- ☐ Shall be prepared as soon as there is sufficient information.

Silver Alert Notifications:

- ☐ Concerned Area Detective Supervisor, or the Area WC in their absence.
- ☐ Concerned Area Detective Commanding Officer.
- ☐ Concerned Area Commanding Officer.
- ☐ RACR Division at (213) 484-6700 – Send a copy of the completed LAPD Public Alert Form to email address: racr@lapd.online. Follow-up with a phone call to confirm the form was received.
- ☐ MRD at (213) 486-5910 – Send a copy of the completed LAPD Public Alert Form to email address: wwwpress@lapd.online. Follow-up with a phone call to confirm the form was received.

Note: During off-hours, the person responsible for requesting the Silver Alert must advise RACR Division to notify the on-call MRD officer. Media Relations Division personnel must prepare a press release based on the information on the LAPD Public Alert Form and disseminate the release to the appropriate news wire services and media outlets.

- ☐ Communications Division WC at (213) 978-6552.
- ☐ If Adult, DSVD Adult Missing Persons Unit at (213) 996-1800.
- ☐ If Juvenile, concerned Area Juvenile Coordinator.
- ☐ If Juvenile, National Center for Missing and Exploited Children 1-800-THE-LOST (applies to 20 years of age and under).

To Begin the Silver Alert Process:

- ☐ Ensure that the missing person's information has been entered into NCIC within two hours. Additionally, when the NCIC entry is made in NECS, ensure that the concerned Records Unit personnel updates the missing person "**Category**" field with the code "R" for "at-risk "and any other appropriate codes (up to 4).
- ☐ If the missing person is driving or a passenger in a vehicle in which the license plate is known, request the record clerk to enter the vehicle into the NECS missing person vehicle screen.
- ☐ RACR Division will then set up a three-way phone call with the CHP's Emergency Notification and Tactical Alert Center (ENTAC) for confirmation that a Silver Alert will be issued.
- ☐ The assigned investigator shall contact the Communications Division WC at (213) 978-6552 and request that a Silver Alert be broadcast every hour.

Note: The Communications Division WC shall ensure that hourly broadcasts are made.

- ☐ Upon obtaining additional follow-up information, or in the event the missing person is located, the assigned investigator shall contact RACR Division, Communications Division and MRD to advise them that the missing person has been located.

Silver Alert Deactivation Notification and Procedures:

Upon the deactivation of a Silver Alert, the following notifications and procedures shall be followed:

- ☐ Area WC.
- ☐ Area Commanding Officer.
- ☐ Area Detective Commanding Officer.
- ☐ Immediately contact RACR Division at (213) 484-6700, who will then immediately notify CHP ENTAC.
- ☐ Communications Division WC and cancel future broadcasts at (213) 978-6552.
- ☐ DSVD Adult Missing Person (if adult) at (213) 996-1800.
- ☐ Area Juvenile Coordinator (if juvenile).
- ☐ National Center for Missing and Exploited Children (if originally notified), 1-800-THE-LOST (applies to 20 years of age and under).
- ☐ Complete a Found Missing Persons Report and have the active NCIC entry immediately removed from NCIC.

BLUE Alert Information

All four of the below conditions must be met for the initiation of a BLUE Alert:

- ☐ A law enforcement officer has been killed, suffers serious bodily injury, or is assaulted with a deadly weapon, and the suspect has fled the scene of the offense; and,
- ☐ A law enforcement agency investigating the offense has determined that the suspect poses an imminent threat to the public or other law enforcement personnel; and,
- ☐ A detailed description of the suspect's vehicle or license plate is available for broadcast; and,
- ☐ Public dissemination of available information may help avert further harm or accelerate apprehension of the suspect.

Blue Alert Approval Guidelines:

- ☐ Approval by an Area Detective Supervisor, or Area Watch Commander (WC) in their absence.
- ☐ Consult Robbery-Homicide Division (RHD) at (213) 486-6850 prior to preparing the Blue Alert.
- ☐ Complete the Los Angeles Police Department (LAPD) Public Alert Form, Form 09.31.00, (BLUE ALERT check box marked) and submit it to Media Relations Division (MRD) and RACR Division via email.

Blue Alert Time Frame for Issuance:

- ☐ Shall be prepared within the first two hours of meeting the Blue Alert conditions.

Blue Alert Notifications:

- ☐ Concerned Area Detective Supervisor, or the Area WC in their absence.
- ☐ Concerned Area Detective Commanding Officer.
- ☐ Concerned Area Commanding Officer.
- ☐ RACR Division at (213) 484-6700.
- ☐ MRD at (213) 486-5910.
- ☐ Consult with RHD at (213) 486-6850 prior to preparing a Blue Alert.
- ☐ Communications Division.

To Begin the Blue Alert Process:

- ☐ After the LAPD Public Alert Form is completed, fax or email the form to below entities.
- ☐ RACR Division at (213) 484-6700 – Send a copy of completed LAPD Public Alert Form to email address: racr@lapd.online. Follow-up with a phone call to confirm the form was received.
- ☐ MRD at (213) 486-5910 – Send copy of the completed LAPD Public Alert Form to email address: wwwpress@lapd.online. Follow-up with a phone call to confirm the form was received.

Note: During off-hours, the person responsible for requesting the Blue Alert must advise RACR Division to notify the on-call MRD officer. Media Relations Division personnel must prepare a press release based on the information on the LAPD Public Alert Form and

disseminate the release to the appropriate news wire services and media outlets.

- ☐ The assigned investigator shall contact the Communications Division WC at (213) 978-6552 and request that a Blue Alert be broadcasted every hour.

Note: The Communications Division WC shall ensure that hourly broadcasts are made.

- ☐ Upon obtaining additional follow-up information, or in the event the suspect(s) is located, the assigned investigator shall contact RACR Division, Communications Division, and MRD to advise them that the suspect has been taken into custody.

Blue Alert Deactivation Notification and Procedures:

Upon the deactivation of a Blue Alert, the following notifications and procedures shall be followed:

- ☐ Area WC.
- ☐ Area Commanding Officer.
- ☐ Area Detective Commanding Officer.
- ☐ Immediately contact RACR Division at (213) 484-6700, who will then immediately notify CHP Emergency Notification and Tactical Alert Center.
- ☐ Communications Division WC to cancel future broadcasts.

YELLOW Alert Information

All four of the below conditions must be met to initiate a Yellow Alert

- ☐ A person has been killed or has suffered serious bodily injury due to a hit-and-run incident; **and**,
- ☐ There is an indication that a suspect has fled the scene utilizing the state highway system or is likely to be observed by the public on the state highway system; **and**,
- ☐ The investigating law enforcement agency has additional information concerning the suspect or the suspect's vehicle, including, but not limited to, any of the following:
 - (a) The complete license plate number of the suspect's vehicle;
 - (b) A partial license plate number and additional unique identifying characteristics, such as the make, model, and color of the suspect's vehicle, which could reasonably lead to the apprehension of the suspect;
 - (c) The identity of the suspect; **and**,
- ☐ Public dissemination of available information could either help avert further harm or accelerate apprehension of the suspect based on any factor including, but not limited to, the severity of the injury, the time elapsed between a hit-and-run incident and the request, or the likelihood that an activation would reasonably lead to the apprehension of a suspect.

Yellow Alert Approval Guidelines:

- ☐ Approval by an Area Detective Supervisor, or Area Watch Commander (WC) in their absence.
- ☐ Consult Robbery-Homicide Division (RHD) at (213) 486-6850 prior to preparing the Los Angeles Police Department (LAPD) Public Alert Form, Form 09.31.00 (YELLOW ALERT check box marked).
- ☐ Complete the Los Angeles Police Department (LAPD) Public Alert Form, Form 09.31.00 (YELLOW ALERT check box marked) and submit it to Media Relations Division (MRD) and RACR Division via email.

Yellow Alert Time Frame for Issuance:

- ☐ Shall be prepared within the first two hours of meeting the Yellow Alert conditions.

Yellow Alert Notifications:

- ☐ Concerned Area Detective Supervisor, or the Area WC in their absence.
- ☐ Concerned Area Detective Commanding Officer.
- ☐ Concerned Area Commanding Officer.
- ☐ RACR Division at (213) 484-6700.
- ☐ MRD at (213) 486-5910.
- ☐ Consult with RHD at (213) 486-6850 prior to preparing a Yellow Alert.
- ☐ Communications Division WC at (213) 978-6552.

To Begin the Yellow Alert Process:

- ☐ After the form is completed, email the form to below entities:
- ☐ RACR Division at (213) 484-6700 – Send a copy of completed LAPD Public Alert Form to email address: racr@lapd.online. Follow-up with a phone call to confirm the form was received.

Note: During off-hours, the person responsible for requesting the Yellow Alert must advise RACR Division to notify the on-call MRD officer. Media Relations Division personnel must prepare a press release based on the information on the LAPD Public Alert Form and disseminate the release to the appropriate news wire services and media outlets.

- ☐ MRD at (213) 486-5910 – Send copy of completed LAPD Public Alert Form to email address: wwwpress@lapd.online. Follow-up with a phone call to confirm the form was received.
- ☐ The assigned investigator shall contact the Communications Division WC at (213) 978-6552, and request that a Yellow Alert be broadcast every hour.

Note: The Communications Division WC shall ensure that hourly broadcasts are made.

- ☐ Upon obtaining additional follow-up information, or in the event the suspect(s) is located, the assigned investigator shall contact RACR Division, Communications Division, and MRD to advise them that the suspect has been taken into custody.

Yellow Alert Deactivation Notification and Procedures:

Upon the deactivation of a Yellow Alert, the following notifications and procedures shall be followed:

- ☐ Area WC.
- ☐ Area Commanding Officer.
- ☐ Area Detective Commanding Officer.
- ☐ Immediately contact RACR Division at (213) 484-6700, who will then immediately notify CHP Emergency Notification and Tactical Alert Center.
- ☐ Communications Division WC to cancel future broadcasts.

LOS ANGELES POLICE DEPARTMENT

PUBLIC ALERT FORM

Check the box that applies and complete the applicable information.

- ☐ **AMBER ALERT.** The Los Angeles Police Department (LAPD) is requesting that the media provide the public with the following information to assist law enforcement efforts in locating an abducted child that meets all Amber Alert criteria.

NOTE: When circumstances surrounding a child's disappearance are unknown, a CARE Alert may be implemented after a complete investigation, or when significant time has elapsed and no alternative explanations for the child's absence are discovered (e.g., runaway).

- ☐ **CHILD ABDUCTION REGIONAL EMERGENCY (CARE) ALERT.** The LAPD is requesting that the media provide the public with the following information to assist law enforcement efforts in locating an abducted child. (Refer to Department Manual Section 4/712.20.)
- ☐ **SILVER ALERT.** The LAPD is requesting that the media provide the public with the following information to assist law enforcement efforts in locating a missing person who is developmentally disabled or cognitively impaired, regardless of age. (Refer to Department Manual Section 4/712.20.)
- ☐ **BLUE ALERT.** The LAPD is requesting that the media provide the public with the following information to assist law enforcement efforts in apprehending a suspect(s) who has killed or injured a law enforcement officer. (Refer to Department Manual Section 4/712.20.)
- ☐ **YELLOW ALERT.** The LAPD is requesting that the media provide the public with the following information to assist law enforcement efforts in apprehending a suspect involved in a hit and run incident resulting in death or serious bodily injuries.

TO: MEDIA RELATIONS DIVISION

FROM: _____

EMAIL: wwwpress@lapd.online

PAGES: _____

PHONE: _____

INCIDENT NO.: _____

DR NO.: _____

A child has been abducted from _____ Area.

A person missing regardless of age from _____ Area.

CHILD ABDUCTED/MISSING PERSON'S INFORMATION (if applicable)

Child Abducted/Missing Person's Name (Last, First, Middle)

☐ Photograph Available

Sex	Descent	Hair	Eyes	Height	Weight	Date of Birth	Build	Complexion
Location Last Seen				City		Date And Time Last Seen		
Clothing Worn					Medical Conditions/Personal Oddities			
Child's Parents or Legal Guardian				Address		City		Phone
Vehicle Description (or method of travel)				Direction of Travel			Destination	

SUSPECT'S INFORMATION (if applicable)

Suspect's Name

☐ Photograph Available

Sex	Descent	Hair	Eyes	Height	Weight	Date of Birth	Build	Complexion
Location Last Seen				City		Date And Time Last Seen		
Clothing Worn					Weapons Used		Mental Condition	
Vehicle Description (or method of travel)				Direction of Travel			Destination	

LAPD Contact Person

Phone

Supervisor's Signature

Investigative Responsibility

Name	Serial No.	Division/Area	Unit/Section	Phone
Date/Time Area Received Information			Supervisor Receiving	Serial No.
Date/Time Information Faxed or E-mailed to Media Relations Division			Employee Forwarding	Serial No.
Date/Time Information Received by Media Relations Division			Employee Receiving	Serial No.

FACTS/CIRCUMSTANCES OF THE INCIDENT (INCLUDE FULL DETAILS). USE CONTINUATION SHEET IF NECESSARY.